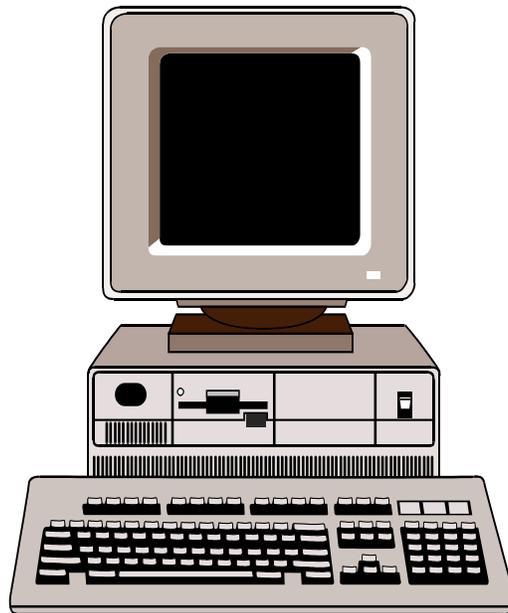


Division of Administration

Office of Statewide Reporting and Accounting Policy



Vendor Training

Spring 2009

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SECTION I

INTRODUCTION

1 INTRODUCTION



The Office of Statewide Reporting and Accounting Policy (OSRAP) is a service and control agency established in the Division of Administration to perform the following functions:

-  Prepare and publish the Comprehensive Annual Financial Report (CAFR) of the State of Louisiana and other statewide reports, such as interim reports, Aid to Local Recipients, reports to the Federal government, and other reporting as mandated by the Commissioner of Administration.
-  Approve journal vouchers and assist agencies in the preparation thereof, monitor appropriations and cash availability, and perform other functions of appropriation control.
- Maintain the statewide vendor file used for various financial systems.
-  Assist various state agencies and commissions in resolving intricate and complex financial problems.
-  Maintain the state's accounting structure and related tables in the Integrated Statewide Information System (ISIS).
-  Compile and negotiate the Statewide Cost Allocation Plan for the State of Louisiana and serve as central administrator of the Plan for state agencies.
-  Establish and maintain accounting policies and procedures to comply with state and federal laws, as well as, to ensure compliance with generally accepted accounting policies, pronouncements of the Governmental Accounting Standards Board, and other accounting standards setting board.
- 

Afranie Adomako is the Director of OSRAP. OSRAP is divided into two major sections, Financial Systems and Financial and Management Reporting. Donnie Ladatto is the manager of the Financial Systems section. The Financial Systems section of OSRAP is responsible for OSRAP's AFS table maintenance, vendor file maintenance, system reporting, help/policy and procedure, appropriations control and certain document approvals. Yuchi Fong and Mark Rhodes are the managers of the Financial and Management Reporting section. The Financial and Management Reporting section prepares the CAFR, Cost Allocation Plan, and reviews GASB proposals.

OTHER IMPORTANT REFERENCE INFORMATION

The main telephone number for OSRAP is (225) 342-0708

OSRAP Help Desk Line (225) 342-1097

OSRAP FAX Number (225) 342-1053

INTERNET HOME PAGE: www.doa.louisiana.gov/osrap/index.htm

VENDOR ADDS: (225) 342-6356

VENDOR CHANGES: (225) 342-6354

SECTION II

ADDING VENDOR RECORDS

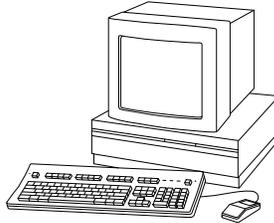
2 ADDING VENDOR RECORDS

LEARNING OBJECTIVES

- **Determine whether a vendor should be added to ISIS**
- **Understanding proper use of W-9s and Vendor Location Forms**
 - **Who should prepare the forms**
 - **Why the forms are required**
 - **Where the forms should be sent.**
- **Discuss Postal Standards effect on the data entered in the vendor file.**
- **Discuss OSRAP Vendor Naming and Punctuation Scheme effect on information entered into the vendor file.**
- **Determine the information to be entered and the proper format for each field of the AGPS VENC screen.**
- **Agency/OSRAP follow up processing procedures for new vendors.**
- **Examine the effects of the information that is entered into the vendor file.**

ADDING VENDOR RECORDS

2.1 PRELIMINARY RESEARCH



Before a vendor is added to the system, an agency must perform research to ensure that duplicate vendor records are not added and the information entered is correct. If an agency adds a duplicate record, the record will be inactivated by OSRAP. There is a series of questions you must answer to determine if a vendor needs to be added. In addition, the answer to these questions will help you determine the correct documentation to send to OSRAP. When you begin your research, the amount of information you have on hand may vary. If you have the vendor's FEIN/SSN, you will begin your research by reviewing the addresses listed on VENC. For this exercise, we will assume that the only information you have is the vendor's name and address.

- Access VNAM

```
THE ADVANCED GOVERNMENT PURCHASING / CONTRACT FINANCIAL MANAGEMENT SYSTEMS

  AAAA   GGGGGG  PPPPPPP SSSSSSS / CCCCCC FFFFFFFF MM   MM SSSSSSS
AA AA GG   PP PP SS / CC   FF   MM   MM SS
AAAAAAAAA GG  GGGG PPPPPPP SSSSSSS / CC   FFFFFFFF M M M M SSSSSSS
AA   AA GG  GG  PP   SS / CC   FF   M M M   SS
AA   AA GGGGG  PP   SSSSSSS / CCCCCC FF   M   M SSSSSSS

      PLEASE ENTER FUNCTION OR SELECT FROM THE MENU
                ** vnam **
          1. PURCHASING ACTIVITY MENU
          2. FILE MAINTENANCE MENU
          3. CONTRACT FINANCIAL MANAGEMENT MENU
          4. EXIT

SCROLL ACTION.....: T   LINE NUMBER:           LINE TOTAL: 0002

THIS IS CL.
```

- Press enter

- Inquire on the vendor's name. Hint: Use as little of the vendor's name as practical. Your inquiry will begin on line one and you will space out any left over characters.

```

ENTER FUNCTION: I          TRANS: VNAM          DATE: 11/04/99
VENDOR BY NAME TABLE    TIME: 09:35:47
KEY IS VENDOR NAME AND  TERM: $DUM
VENDOR NUMBER

      VENDOR NAME          VENDOR NUMBER PREV/NEW VEND PARISH NAME
AMERICAN HEART           721018647 00      EAST BATON ROUGE
      CTION INC            721372800 00      ST. TAMMANY
A N E W ROCK CO         721372800 00      LAFAYETTE
A + NETWORK INC         621225322 00      JEFFERSON
A + NETWORK INC         621225322 01      EAST BATON ROUGE
A & A APPLIANCE CENTER  720850964 00      IBERIA
A & A AUTO PARTS & SUPPLIES 313632200 00      ST BERNARD
A & A AUTO PARTS & SUPPLIES 720890457 00      ST BERNARD
A & A AUTO PARTS & SUPPLIES 720890457 01 720890457 00 ST BERNARD
A & A AWARDS             421305206 00      LAFOURCHE
A & A AWARDS             721305206 00      LAFOURCHE
A & A CAB CO             721413849 00      OUACHITA
A & A CLEANERS           721166557 00      TERREBONNE
A & A ENTERPRISES INC    721093559 00      JEFFERSON
A & A LOCKSMITH          430462848 00 721244401 00 NATCHITOCHE

```

- Press enter.

1. *Did the system display a matching record?*

No - A new record may be needed. 

*Call the vendor. Ask him for his FEIN/SSN and inquire on VENC.
If you do not find a record beginning with that FEIN/SSN *

- **Have the vendor complete and return a W-9.**

The W-9 certifies that the FEIN/SSN belongs to the vendor.

- **If the vendor has multiple locations, have the vendor complete a Vendor Location Form as well.** Be sure to include the instruction page.

The Vendor Location Form certifies that the general and remittance addresses listed are valid and the master or primary vendor is aware of their use. Also, it provides assurance for 1099 reporting purposes that all of the

locations receiving payments tied to each FEIN/SSN, which will be reported to the IRS under the master vendor record, are correct.

Yes - the agency finds a name match on VNAM.

ENTER FUNCTION:		TRANS: VNAM		DATE: 11/04/99	
VENDOR BY NAME TABLE				TIME: 09:37:11	
KEY IS VENDOR NAME AND VENDOR NUMBER				TERM: \$DUM	
VENDOR NAME	VENDOR NUMBER	PREV/NEW	VEND	PARISH NAME	
AMERICAN HEART ASSOC	720408945	02		EAST BATON ROUGE	
AMERICAN HEART ASSOC	720408945	03		ST CHARLES	
AMERICAN HEART ASSOC LA	720408945	04		ST CHARLES	
AMERICAN HEART ASSOC MONROE	720408945	01		OUACHITA	
AMERICAN HEART ASSOCIATION	135613797	00		OUT OF STATE	
AMERICAN HEART ASSOCIATION	135613797	01		ST CHARLES	
AMERICAN HEART ASSOCIATION LA	720408945	00		JEFFERSON	
AMERICAN HEART ASSOCIATION MS	640325336	00		OUT OF STATE	
AMERICAN HERITAGE	135080380	00		OUT OF STATE	
AMERICAN HERITAGE LIFE INS CO	590781901	00		OUT OF STATE	
AMERICAN HERMETICS OF LA	591914497	01		JEFFERSON	
AMERICAN HIGH TECH	593230228	00		OUT OF STATE	
AMERICAN HISTOLOGY REAGENT CO	942907817	00		OUT OF STATE	
AMERICAN HISTORICAL PRESS	954596931	00		OUT OF STATE	
AMERICAN HOBBIES	720874173	00		CLAIBORNE	

Next, we will review the vendor records found.

- Using VENC and each FEIN or SSN (first nine digits) listed, inquire on existing vendor records. This must be done to ensure that the vendor's location listed does not have the main and/or remit to address that you require. Note that the first record from VNAM was carried over to VENC.
- If you had the vendor's FEIN/SSN from the beginning, your search for the correct vendor record would start here.

```

ENTER FUNCTION:                TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)          DATE: 11/04/99
                                                    TIME: 09:56:54
                                                    TERM: $DUM
VENDOR CODE.: 720408945 02
NAME.....: AMERICAN HEART ASSOC                -----REMIT-TO-ADDRESS-----
NAME2.....: BR AFFILIATE
ADDRESS....: 3968 N BLVD STE 200
ADDRESS2....:
CITY/ST/ZIP.: BATON ROUGE      LA 70806
PARISH.....: 17 : EAST BATON ROUGE              :
COUNTRY....: US : UNITED STATES                 :
CONTACT....: MARLA
PHONE.....: 225 - 381 - 2733 - 0000            -   -

FEIN/SSAN...: 720408945  PRIMARY VENDOR IND: Y
1099 VENDOR IND..: N          MASTER VEND IND: N

BACKUP-WITHOLDING: N          PREVENT DELETION: N

REQUESTING AGENCY: 678      :

STATUS CODE.....: 1 : ACTIVE                    ACTIVATE (Y/N/C/P)..:

```

2. *Is the address you require listed on VENC for an active vendor record?*

Yes - Stop here. Use the vendor code found on VENC that matches the information you require on your system document. If the vendor record is casual, inactive or pending inactive but is for the correct FEIN/SSN, follow the change procedures as appropriate.

No - 

NOTE: Remember that the purpose of using a vendor code, in most instances, is to generate a payment. Since the State of Louisiana issues consolidated checks, the address to which payment is issued is critical.

3. *Is the address listed on VENC invalid?*

Yes - the address found is no longer used by the vendor. Follow the change procedures for the location found.

No - 

4. *If you began the search with an FEIN/SSN, were any locations found for the FEIN/SSN?*

No - 

- **Have the vendor complete and return a W-9.**

- If the vendor has multiple locations, have the vendor complete a Vendor Location Form as well. Be sure to include the instruction page.

Yes - 

- Accesses VEND for each FEIN and location. If you were on VENC, the vendor record will leaf over to VEND.

```

ENTER FUNCTION:                TRANS: VEND
                                DATE: 11/04/99
                                TIME: 09:57:38
                                TERM: $DUM
VENDOR HEADER TABLE #1
KEY IS VENDOR NUMBER (11)
VENDOR NUMBER.....: 720408945 02
VENDOR NAME 1.....: AMERICAN HEART ASSOC
VENDOR NAME 2.....: BR AFFILIATE
PAY TO AGENCY.....:
STATUS CODE.....: 1 : ACTIVE          CHANGE DATE: 10/06/98
DBA NAME.....:
CONTACT PERSON.....: MARLA
CONTACT TITLE.....:
PHONE NO.....: 225 - 381 - 2733 - 0000  TOLL FREE NO: 000 - 000 - 0000
DATE ENTERED.....: 03/11/95
PREVIOUS NAME 1.....:
PREVIOUS NAME 2.....:
PREV / NEW NO.....:
USER ID LAST CHANGE: Z107C99  DATE LAST CHANGED: 10/06/98
SUSPEND/DEBAR DATE.:          FEE EXPIRE DATE:          FEE PAID IND: N
EXPIRATION DATE....:          NOTES EXIST: N
SUSPEND/DEBAR TYPE.:
RESPONSIBLE AGENCY.: 107110 : DIVISION OF ADMINISTRATION

```

5. Was at least one of the other locations entered after 3/11/95?

No - Have the vendor complete and return a W-9. If the vendor has multiple locations, have the vendor complete a Vendor Location Form as well.

6. If the vendor has multiple locations, was at least one of the vendor's locations entered on or after 11/1/97?

No - The vendor has at least one location whose date entered is after 3/11/95 but before 11/1/97. The agency will need to send a completed Vendor Location Form to OSRAP. Effective 11/1/97, OSRAP requires all multiple location vendors to submit a completed Vendor Location Form listing valid addresses for their company.

- If the location the agency is trying to add is not on the Vendor Location Form previously submitted, OSRAP will contact the agency to obtain an updated Vendor Location form from the vendor.

NOTE: **Impress upon the vendor the importance in keeping the information on the vendor file up to date. Agencies should obtain appropriate documentation (W-9 or Location form) from vendors if changes have occurred that will affect vendor file information.**

7. *Is the vendor a foreign vendor that does not have an FEIN/SSN?*

Yes - OSRAP will require a copy of the invoice, and will assign a vendor code for agency use.

NOTE: **If a vendor is deceased, OSRAP will require a copy of a legal document stating death.**

8. *Does the W-9 and/or Vendor Location Form list a FEIN/SSN different from the one found in the vendor file?*

Yes - 1) *Call* the vendor to ensure that the other FEIN/SSN listed is for the company and is correct. In some cases, you will find that the information on file is incorrect. If this is the case, send OSRAP a Payee Vendor Update form to have the incorrect number inactivated with a new W-9 submitted by the vendor to activate the correct vendor code.

2) Access VENC for the FEIN/SSN supplied by the vendor to determine if the record needed already exists. Go to # 9 

No - Enter the necessary information on VENC.

9. Did you find the vendor record using the number supplied by the vendor?

Yes - Use this vendor code on your system documents.

No - Add a new location.

Now, we will look at the AFS vendor screens for vendor number 720000000 00.

VEND

VEN2

VNAMVNA1

2-1 EXERCISES

1. You want desperately to do business with my company, Pretty in Pink Production DBA Fashion Statement at 13735 Coursey Boulevard, but you are not sure if I am in the vendor file. Using what you know, is my vendor location in the vendor file? Y or N
2. Business is great here at Rocky's, and we really appreciate yours. Our FEIN # is 727084824. We have a new location at 12345 Industrialplex Blvd, Suite A. Which forms of documentation are required to have our new location added to your vendor file?

- W-9
- Vendor Location Form
- Screen-Print
- Birth Certificate

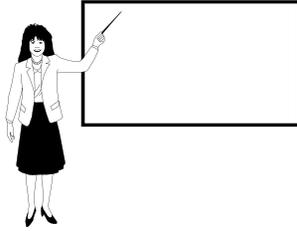
3. In which of the following scenarios would you 'C'hange the address of an existing location and in which would you 'A'dd a completely new location?

A or C All Baton Rouge purchases for FEIN 720804409 must be sent to our Baton Rouge Office. Your agency is in Baton Rouge.

A or C Don't be such a stranger. You have not ordered anything from FEIN 728800926 in three years. Then your boss gives you a price list from them, which shows a mailing address of 1126 Spanish Town Road, Chalmette, LA. He wants you to order decorations. They have moved.

ADDING VENDOR RECORDS

2.2 DOCUMENTATION AND STANDARDS



All vendors are added into ISIS using the VENC table in AGPS. A vendor must exist in ISIS before it is used on any ISIS document. AGPS will not allow the addition of an order unless the vendor's status is active. CFMS will allow the addition of a contract to a casual vendor, but it will not allow the encumbrance to interface unless the vendor is active. AFS will issue an error message, if the vendor's status is not active.

2.2.1 W-9s and the VENDOR LOCATION FORM

It is **required** to send OSRAP a **W-9**, completed and signed by the vendor, to activate each master/primary vendor record.

- OSRAP requires a W-9 (see Appendix A) to ensure compliance with Federal 1099 reporting requirements and the integrity of the information entered into the system. For foreign vendors, which have no Taxpayer Identification Number (TIN), a copy of an invoice will substitute for a W-9. W-9s are not required when adding subsequent locations to a vendor who has an existing record that was either added or changed after 3/11/95.
- Agencies will instead have the vendor complete and certify the Vendor Location Form (see Appendix A) if:

This is the second location of the vendor added to the system.

The vendor has other vendor locations in ISIS, but those locations were changed or added before 11/1/97.

Ask the vendor 1) to complete and sign the form, putting the main address for the company on the first line and 2) to keep a copy of this form as other agencies may request it. Agencies will only enter into VENC those addresses that are needed and only the locations that you enter into VENC will be activated.

- The Vendor Location Form is required to ensure that the vendor is aware of the various locations that are used by the State of Louisiana for 1099 reporting purposes.

Once this form has been obtained, agencies will only need to resubmit it when the information on it changes. W-9s will not be required to add subsequent locations of a vendor whose first record was added after 3/11/95, the date that OSRAP started requiring W-9s. The Vendor Location form will not be required, if a vendor has a location added after 11/1/97 and the information on the form submitted previously is still current. The agency will send a screen print of VENC. It is the responsibility of the requesting agency to ensure that required documentation is sent to OSRAP.

2.2.2 U S POSTAL STANDARDS

The addition of vendors into ISIS requires that the agencies pay strict attention to the U. S. Postal standards. A copy of the United States Postal Service Publication 28 Postal Addressing Standards booklet may be obtained from the National Customer Service Center, Memphis, TN 38188-0001.

- The consolidated checks are bar coded by an out source vendor. This allows the State to obtain a reduced postage rate on the consolidated checks.
-  When address information for a vendor entered into VENC does not adhere to U. S. Postal standards the checks cannot be bar coded or are bar coded incorrectly.

2.2.3 OSRAP VENDOR NAMING AND PUNCTUATION SCHEME

In an effort to standardize the format of the information entered into the vendor file, OSRAP developed the Vendor Naming and Punctuation Scheme.

- Standardization simplifies the search for a new vendor and improves agency personnel's ability to find vendor records.
- OSRAP sends the IRS magnetic tape for 1099 reporting. The IRS system compares the first four characters of the vendor's name (last name for individuals, first four for a company) to the tape it receives from OSRAP. If the name does not match, the IRS sends a B notice to the payer on the 1099 asking for an explanation.

ADDING VENDOR RECORDS

2.3 ENTRY OF VENC - THE COMMON VENDOR TABLE



2.3.1 VENC DATA ENTRY

- Access VENC
- Type Clear in the Function Field
- Press Enter

```

ENTER FUNCTION: ADD          TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)          DATE:
                                                    TIME:
VENDOR CODE.:                                                    TERM:
NAME.....:          -----REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....:
ADDRESS2.....:
CITY/ST/ZIP.:
PARISH.....:          :
COUNTRY.....:          :
CONTACT.....:
PHONE.....:          -   -   -   -   -   -
EMAIL.....:
FAX NUMBER..:
FEIN/SSAN...:          PRIMARY VENDOR IND:
1099 VENDOR IND...:          MASTER VEND IND:

BACKUP-WITHOLDING:          PREVENT DELETION:

REQUESTING AGENCY:          :

STATUS CODE.....:          :          ACTIVATE (Y/N/C/P/S)..:
H--SC10 CRT READY FOR DATA ENTRY
    
```



DO NOT enter information that is particular to your agency on any line of a vendor record, such as account numbers. The vendor file is for statewide use.

2.3.2 VENC FIELD DEFINITIONS

1. Vendor Code - The vendor code is composed of the 9-digit FEIN/SSN of the vendor and an agency assigned 2-digit location code. If a location already exists, use the next available location number. For example, if location codes 00-05 are already in use in ISIS, you will assign location code 06. DO NOT reuse gaps in the number of the location code. Those records that are purged will be archived. If a number is used more than once, historical data is lost.
 - Foreign vendors who do not have an FEIN/SSN are assigned a 9-digit code by OSRAP beginning with '999000'. The agency will contact OSRAP for the remaining three-digit assignment. Do not enter the vendor code until OSRAP completes the number assignment. The location code for a foreign vendor is assigned in the normal manner.
 - The primary/master address of a vendor should be assigned location code '00'. All other locations are generally assigned numbers '01-99'. Exceptions to this general rule are as follows and are reserved for entry by the Office of State Purchasing (OSP) and the Office of Contractual Review (OCR):

The location code for an assignment of proceeds will start with an 'A'. If a vendor assigns the proceeds of a contract or order, contact OSP to have a location added. Do not enter the information in the remittance section of an existing vendor code.

The location code for assignments of contracts due to buyouts and mergers will start with a 'B'.

The location code for corporate name change agreements of a contract will begin with a 'C'.

NOTE: If State Purchasing has added an alternative location code starting with A, B, or C check the VEND screen to see if vendor notes exist. If the flag is set to 'Y', check VNTE using the 'GET' function for affected purchase order, contracts and agency numbers. Agencies should never enter a location that begins with 'A', 'B', or 'C' or use these locations for new transactions. These codes are only used to allow agencies to complete transactions to existing vendors.

2. Name - 30 characters. Enter the vendor's legal name. The vendor's name must match the name given when obtaining an FEIN or SSN.

- Punctuation should not be entered unless commas are needed for clarity. (For example - Smith, Poe, Howe Attorneys-at-Law). When entering the name of companies that have periods in their legal name, replace the periods with spaces. Use the ampersand symbol (&) not the word 'and', if part of the vendor's legal name. All symbols, with the exception of hyphens and slashes, should be set off by spaces. (For example #, "", &)
- Individuals must be set up as first name first. Do not use personal titles such as Mr. or Miss, unless part of the legal name.
- Do not precede a doctor's name with Dr., follow his name with MD. For example - Iwana Money MD or appropriate abbreviation (PhD)
- Doctors using the FEIN of a clinic must be entered with the clinic's name on the first line. The doctor's name will be entered on the Name2 line. For payments to multiple doctors within one clinic, the name of the clinic must be used.
- The name line for a deceased vendor will be entered as "Estate of John Doe."
- For vendors doing business under another name, the person's name must appear on the first line and the DBA must be entered on the second line. For example, an individual is using his SSN:

John Doe
DBA Triple A Wreckers

Notice that slashes are not used. If the DBA is company to company, the company names must be entered in the order they appear on the W-9.

- When payments will be jointly endorsed, the Name line will contain the name of the person whose FEIN or SSN is being used. The name of the second endorsee will be entered on the Name2 line preceded by the word 'AND'.
- Do not abbreviate the name of a vendor unless space becomes an issue. If space is an issue, abbreviate things such as Incorporated (INC), Company (CO), Department (DEPT), Joint Venture (JV), etc. Consult the U. S. Postal Standards.
- DO NOT include account numbers, policy numbers, etc. in any field of VENC. Agencies should include this information in the comments/description field of their payment documents. The

vendor file is for statewide use.

- State agencies should be entered with the department name on the first line and the agency or an office name on the second line. For example:

Department of Education
Office of Academic Programs

3. Address - 25 characters. The general address provided to you by the vendor on the W-9 or Vendor Location Form. Refer to the U. S. Postal Standards provided to your agency for the proper format.

- DO NOT use punctuation to separate abbreviations. Post Office boxes should be entered as >PO Box= without periods.
- If the vendor has a post office box and a street address and either address is acceptable for mailing purchase orders, payments and contracts, enter only the post office box address. If payments are sent to a different address, enter that address in the Remit-To-Address fields.
- If the vendor's address includes a suite number and the street name and number occupy a complete address line, then the suite number should be entered on the Address line and the street name and number should be entered on the Address2 line.
- For foreign vendors, enter the city province (if applicable), and zip code on the Address2 line.
- DO abbreviate words such as street, road, boulevard, court, lane, thruway, highway, etc. in accordance with the U S Postal Standards.

4. City/ST/Zip - 15/2/11 characters. Enter the city, state and zip code that correspond to the address provided by the vendor. If you do not use all 15 characters of the city field, tab to the state field.

- The two-character state code must be a valid entry in the AGPS BTAB, table type 'ST'.
- For foreign vendors, enter the name of the country in the City field. Leave the ST and Zip fields blank.

5. Parish - 2-digits. Enter the parish code found in the AGPS BTAB table type 'CC', if the vendor is in Louisiana. If the vendor is not located in Louisiana, enter '98'.

6. Country - 2 characters. This field will default to 'US'. If the vendor is

outside the United States, enter the appropriate code as listed in the AGPS BTAB table type 'CR'.

7. Contact - 30 characters. OSRAP requires that a contact person authorized by the vendor be entered to verify the information entered about the vendor on VENC. A vendor code will not be activated by OSRAP, if this field is left blank.
8. Contact Phone - 15-digit. OSRAP requires that a contact phone number be provided for the person referenced in the Contact field. Please use a toll-free telephone number, if available. A vendor code will not be activated, if this field is left blank.
9. Email Address – 32 characters. Optional. Enter the Internet e-mail address for the vendor.
10. Fax number – 10 digits. Optional. Enter the fax number for the vendor location being added.
11. FEIN/SSAN - 9-digit. The FEIN/SSN to which payments should be reported. This field will generally match the first nine digits of the vendor code.
12. Primary Vendor – 'Y' or 'N'. If this vendor is the company headquarters and the vendor is not 1099 reportable enter 'Y'. This indicator will only be set to 'Y' for one vendor code per FEIN/SSN. Otherwise, the system will default to 'N'.
13. 1099 Vendor IND – 'Y' or 'N'.= If the vendor is 1099 reportable, enter a 'Y', otherwise the system will default to 'N'. This indicator cannot be 'Y' if #12 is 'Y'. See the IRS **Instructions for Form 1099, 1098, 5498 and W2-G** to determine if a vendor is 1099 reportable.
 - If a company is incorporated, it is generally not 1099 reportable unless it provides legal or medical related services.
 - If someone is subject to backup withholding, the vendor record must be 1099 reportable.
 - If the indicator is set to 'Y', payments issued to this vendor that use a 1099 reportable object will generate a 1099 form used to report income to the IRS for this vendor if the payment exceeds \$600/year or the vendor is subject to backup withholding.

14. Master Vendor IND - Valid entries are 'Y' and 'N'.
 - Entry of a 'Y' in this field signifies that this is the primary location for this vendor. Therefore, this indicator should only be set to 'Y' for one location per FEIN/SSAN.
 - If this field and the 1099 Vendor IND are set to 'Y', the 1099 for all of locations using the FEIN/SSAN shown in the body of VENC will be sent to this address.
15. Backup Withholding IND – 'Y' or 'N'. Only enter a 'Y' if you have received notice from the IRS that the vendor is subject to backup withholding or the vendor failed to furnish his correct TIN. If a 'Y' is entered, 28% will be withheld from 1099 reportable payments to this vendor and a 1099 record will be generated at calendar year end. Send a copy of the notice with the required documentation for activation.
16. Prevent Deletion - A value of 'Y' will prevent the vendor from being deleted from the system even if the vendor meets all purge criteria, therefore use of this field will be tightly controlled. OSRAP will change this value to 'Y' at the agency's request if proper justification is submitted along with the required documentation necessary to have the vendor activated. Vendors must be a State of Louisiana Agency, imprest fund, petty cash custodian, postmaster, local government, recurring contractor or federal vendor for OSRAP to change this indicator to 'Y'. Otherwise, the system will default a 'N'.
17. Requesting Agency - The 6-digit AGPS agency code for the agency requesting the addition of the vendor into the system.
18. Activate (Y/N/C/P/S) - enter 'C' to add the vendor into the system at a casual status (5). OSRAP is the only agency that can enter a 'Y', 'N', 'P' or 'S'.

Always proof your entries before pressing enter. If the vendor code is incorrect, the vendor code must be inactivated by OSRAP and reentered by the agency. If an error is made in any other field, the agency can correct it while the vendor is in the casual status if the vendor personnel has security to vendor update capability in ISIS. This update is only at the casual status.

2-2 EXERCISES

1. You will be given a W-9. You will enter the vendor record into ISIS. A selected few, will also be given Vendor Location Forms. Those with Vendor Location Forms will enter the master record into the system and all subsequent locations.

When you finish entering the information, we will review and activate the vendor records.

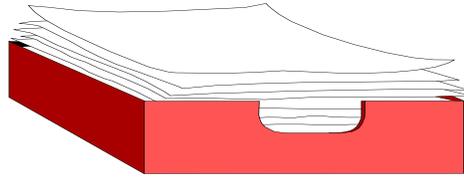
2. You will be given the same documentation, from different vendors, as in exercise #1, but these forms were filled out incorrectly. Your mission is to correctly enter the information into ISIS in spite of the shabby job done by the vendor in completing the forms. When you finish entering the information, we will review and activate.

HINT: The vendor was VERY shabby.

3. You will need to submit a W-9 and Vendor Location Form to have a subsequent location added for which of the following FEINs?

_____	720127000
_____	727304701
_____	729653995

ADDING VENDOR RECORDS 2.4 FOLLOW UP PROCESSING



2.4.1 AGENCY PROCESSING

1. Faxes or mails the required documentation to:

Division of Administration
OSRAP - Vendor Section
PO Box 94095
Baton Rouge, LA 70804-9095
FAX (225)342-1053

2. Files all vendor documentation in a Vendor Pending File.
3. Periodically reviews VENC to determine if the vendor has been activated.
 - a. If the vendor is active, verifies information, pulls documentation from Vendor Pending File and processes desired transaction.
 - b. If the vendor is inactive, reviews the Contact field for comments and contacts OSRAP (225)342-6356 to resolve any problems.

2.4.2 OSRAP PROCESSING

1. Receives a W-9 and/or Vendor Location Form, if needed.
2. Searches VNAME VENI and VENC to ensure that the record does not already exist on the vendor file.
3. If it is a duplicate record or the record is listed with a different FEIN/SSN, notes original record location or vendor code in the contact field of VENC. In cases where there is more than one FEIN/SSN being used, verifies that the correct number is being used.
4. Notifies the agency of problem(s). The requesting agency must investigate and resolve all problems before OSRAP will activate the vendor code.

5. If an error has been made, inactivates incorrect location upon notification from the agency.
6. If information is correct, activates the vendor record and files documentation by date.

2.5 COMMON QUESTIONS

Q. HOW DO YOU FIND THE NEXT LOCATION OF A VENDOR TO BE USED?

A. You may inquire on the FEIN/SSN in AGPS using the VENI screen (or by name on VENL) and get a list of all of the locations (two per screen) associated with an FEIN/SSN. The address listed is the general address. Therefore, you will still need to review VENC to ensure that the address you are looking for is not listed as a remittance address. In AFS use the VEND table for a listing by FEIN/SSN and review VEN2 for address information. **REMEMBER: DO NOT REUSE GAPS IN NUMBERING TO ASSIGN VENDOR LOCATION CODES.**

Q. HOW DO YOU ACTIVATE A VENDOR IN CASUAL STATUS THAT WAS ENTERED BY ANOTHER USER OR ANOTHER AGENCY?

A. Since there are vendor codes that have been abandoned after initially being entered, regardless of who entered the vendor code any agency can request activation of a vendor code by sending the required documentation.

Q. THE VENDOR I HAVE BEEN DOING BUSINESS WITH WANTS TO SEND ITS PAYMENTS TO ANOTHER COMPANY. DO I ADD ANOTHER LOCATION UNDER THEIR FEIN/SSN?

A. No. Contact the Office of State Purchasing and request that an Assignment of Proceeds be done.

Q. AN INCORRECT VENDOR CODE WAS ENTERED, CAN IT BE CHANGED?

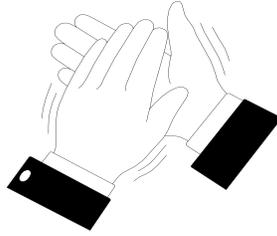
A. Since the vendor code is the KEY to the vendor file, it cannot be changed after the vendor record reaches the casual status. Contact OSRAP and we will inactivate the "incorrect" vendor code. The agency will then have to reenter the vendor record.

In Appendix B are reference materials that you will need to add vendor records from the BTAB tables and a listing of Louisiana cities and their corresponding parishes. When sending out forms to the vendor to be completed, be sure to include the instructions that accompany the forms in Appendix A.

ARE THERE ANY QUESTIONS?

ADDING VENDOR RECORDS

2.6 SUMMARY



Maintaining the vendor file is a very important part of OSRAP's responsibilities. The information entered into the vendor file may be used by any state agency on an ISIS document as long as the vendor's status is active. The information entered into the vendor file needs to be as generic as possible, since there are no restrictions on its use. The vendor code used determines where purchase orders, solicitations and checks are sent. The vendor code entered on documents also affects reports generated by ISIS and various state agency Ad Hoc reports. It is critical that the information entered into the vendor file is correct. In addition, to meet the needs of contract, purchasing and accounting personnel, the user entering the information into the vendor file needs to ensure that the remittance address is listed, if it differs from the vendor's general address. Documentation procedures have been altered to aid the agencies in obtaining the most current and complete information from the vendor. As OSRAP receives W-9s and Vendor Location Forms from the agencies on vendors, it will not be necessary to send these forms for subsequent locations of a vendor.

SECTION III

CHANGE/INACTIVATION/REACTIVATION

LEARNING OBJECTIVES

- **Determining if a change or an addition to the vendor file is needed.**
- **Determining when a W-9 and/or Vendor Location Form is needed.**
- **Determining when attachments to the Payee Vendor Update Form are needed.**
- **Determining the proper routing of the Payee Vendor Update Form.**
- **Completing the Payee Vendor Update Form.**
- **Reviewing agency and OSRAP follow-up processing.**
- **Clean-Up/Purge Process.**

3 CHANGE/INACTIVATION/REACTIVATION

CHANGE/INACTIVATION/REACTIVATION

3.1 PRELIMINARY RESEARCH



Your agency has been informed that the information on the vendor file needs correction/inactivation/reactivation. The vendor may have called or mail addressed to the vendor has been returned to your agency. The information in the vendor file needs to be corrected, but there are several things that must be considered before the change is made. (In this section, the word “change” refers to an address, name or indicator changes, an inactivation of a vendor code, or reactivation of a vendor code). For purposes of this course, you will have the security permissions of an OSRAP vendor file employee. Answering the following questions will aid you in determining the proper course of action.

Has the status of the vendor progressed beyond 5 - casual?

Agencies enter all vendors into ISIS at a casual status and cannot advance a vendor code beyond that point. OSRAP is the only agency that can activate (status 1), inactivate (status 2), set a vendor to pending inactive (status 6) or CFMS pending inactive (status 7). OSRAP and State Purchasing can suspend a vendor code (status 3) and only State Purchasing can debar a vendor (status 4). If a vendor is at status code 5 and was not added by the Office of Contractual Review (107OCR), any agency may process changes against it in ISIS as long as they are the requesting agency. Once a vendor leaves status 5, only OSRAP can process changes to the information listed on VENC.

Is the current information listed invalid, or does it not meet your agency’s needs?

If the information listed is no longer the correct location for your agency, but it is valid information, then the agency needs to follow the procedures for adding a vendor code to the vendor file. If the information is no longer valid, then the agency should proceed with the change procedures. The agency will need to access VENC and review all existing vendor locations to make this determination. For example, assume an invoice was received from Borden, Inc. Notice that the remittance address information differs from the remittance address for the location we have been using to pay our order for location 130511250 01.

Borden, Inc
Dairy Division



Elsie says, "If its Borden, it=s got to be

P. O. Box 66254
Baton Rouge, LA 70896

ITEM		PRICE	QTY	UNIT TOTAL
Homogenized Milk	100	\$ 1.99		\$199.00
Chocolate Milk	50	2.99	149.50	
Cottage Cheese	50	2.49		124.50
Tax				EXEMPT
Total				\$ 473.00

Make Payable To: Borden, Inc.

- **Access VENC for 130511250 01**

```

ENTER FUNCTION:                TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)                DATE:
11/04/99                                                        TIME:
13:09:28
VENDOR CODE.: 130511250 01                TERM:
$DVO
NAME.....: BORDEN INC                -----REMIT-TO-
ADDRESS-----
NAME2.....: DAIRY DIVISION
ADDRESS.....: PO BOX 66257                PO BOX 101138
ADDRESS2.....:
CITY/ST/ZIP.: BATON ROUGE                LA 70896                ATLANTA
GA 30392
PARISH.....: 17 : EAST BATON ROUGE                98 : OUT OF STATE
~-----~ ~ ~ ~-----~

```

NOTE: IF THE WRONG FEIN/SSAN WAS USED IN THE VENDOR CODE, IT CANNOT BE CHANGED. YOU MUST INACTIVATE THE VENDOR CODE AND ADD THE INFORMATION UNDER THE CORRECT FEIN/SSAN.

- Does this change affect each location of the vendor or just one?

All locations of the vendor may need to be changed. For example, a vendor has several sales office locations tied to one remittance address. The remittance address has changed. All locations for this vendor will be effected. However, if only the sales office that your agency deals with is moving, then just the information associated with that location needs to be updated. Address changes will require that a new Vendor Location Form be submitted

listing all affected addresses. (If you are not sure if the vendor has multiple locations or of the number of locations that a vendor has, you can go to the AFS VEND table for a list by FEIN/SSN).

- Type **CLEAR** in the Enter Function field and presses enter.
- Type **ZIPR** in the "Enter Function" field and press enter.
- Type **N** in the Action field and **VEND** in the Screen field and press enter.
- Type **S** in the Action field and **130511250** in the Vendor field of line 01. Space out all remaining characters on the line and press enter.

```

ACTION: R SCREEN: VEND USERID: Z107B96          11/04/99      1:03:24 AM
                                     V E N D O R   I N D E X
VENDOR          NAME                                MISC
=====          -----                                ---
01- 130511250 00 BORDEN INC                                       N
02- 130511250 01 BORDEN INC                                       N
03- 130511250 02 BORDEN INC                                       N
04- 130511250 03 BORDEN DAIRY PRODUCTS                               N
05- 130511250 04 BORDEN INC                                       N
06- 130511250 05 BORDEN INC / MORTON FOODS                               N
07- 130511250 06 BORDEN, INC                                       N
08- 130511250 08 BORDEN INC                                       N
09- 130511250 09 BORDEN INC                                       N
10- 130511250 10 BORDEN INC                                       N
11- 130511250 11 BORDEN, INC                                       N
12- 130511250 12 BORDEN INC                                       N

```

- Review the results (Note the location numbers listed) and press enter again.
- Does the information you wish to change exist for the vendor under another location code?

Before a change is made to the information on a vendor=s record, the agency should ensure that the change has not been processed against another location for the vendor, if the vendor has multiple locations on the vendor file. To accomplish this, the agency will review all locations for the vendor on VENC.

- Press **F3** to return to AGPS
- Type **VENC** in the Enter Function field
- Inquire on FEIN **130511250**

- Review for the location codes found on AFS VEND

```

ENTER FUNCTION: i                TRANS: VENC

COMMON VENDOR TABLE (KEY IS VENDOR CODE)                DATE: 11/04/99
                                                           TIME: 15:19:29
VENDOR CODE.: 130511250                                    TERM: $C4W
NAME.....: BO MO CO INC                                -----REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....: P O BOX 5002
ADDRESS2.....:
CITY/ST/ZIP.: ALEXANDRIA LA 71301
PARISH.....: 40 : RAPIDES :
COUNTRY.....: US : UNITED STATES :
CONTACT.....:
PHONE.....: 318 - 442 - 3720 - 0000 - -

FEIN/SSAN...: 438728110 PRIMARY VENDOR IND: N FACS VENDOR #: 13282
1099 VENDOR IND...: N MASTER VEND IND: N

BACKUP-WITHOLDING: PREVENT DELETION: N

REQUESTING AGENCY: 107 : DIVISION OF ADMINISTRATION

STATUS CODE.....: 1 : ACTIVE ACTIVATE (Y/N/C/P)..:

```

- ☐ Were any of the vendor's locations entered or changed into AGPS after 3/11/95?

If the vendor's date entered or the date of last change on VEND is on or before 3/11/95, a W-9 will be required. The vendor file was converted from LASNAPS to AGPS on 3/11/95. OSRAP will not have a W-9 on file for vendors entered on or before this date unless a change has been processed after 3/11/95 against the vendor's FEIN/SSN and a W-9 was provided at the time of the change request. If OSRAP does not have a copy of a completed W-9 or if the vendor is changing names or FEIN/SSNs, changes to vendor information will require a W-9. A W-9 is not required for inactivations or indicator changes, unless a new record is being requested to be activated, regardless of the date entered.

- Access VEND

```

ENTER FUNCTION:                TRANS: VEND

                                DATE: 11/02/99
VENDOR HEADER TABLE #1        TIME: 09:55:11
KEY IS VENDOR NUMBER (11)      TERM: $C4Y
VENDOR NUMBER.....: 130511250 01
VENDOR NAME 1.....: BORDEN INC
VENDOR NAME 2.....: DAIRY DIVISION
PAY TO AGENCY.....:          :
STATUS CODE.....: 1 : ACTIVE          CHANGE DATE: 11/04/99
DBA NAME.....: BORDEN DAIRY
CONTACT PERSON.....: DWAYNE HENSON
CONTACT TITLE.....:
PHONE NO.....: 504 - 926 - 7130 - 0000 TOLL FREE NO: 000 - 331 - 0552
DATE ENTERED.....: 03/11/95
PREVIOUS NAME 1.....:
PREVIOUS NAME 2.....:
PREV / NEW NO.....:          :
USER ID LAST CHANGE: Z107B96    DATE LAST CHANGED: 11/04/99
SUSPEND/DEBAR DATE.:          FEE EXPIRE DATE: 06/30/00 FEE PAID IND: Y
EXPIRATION DATE.....:          NOTES EXIST: N
SUSPEND/DEBAR TYPE.:          :
RESPONSIBLE AGENCY.: 107110 : DIVISION OF ADMINISTRATION

```

- Did the vendor put the request in writing?

All change requests require that the agency submit a Payee Vendor Update form. Requests for changes of an address for multiple location vendors will require a Vendor Location Form listing each address to be changed and may also require a W-9 (date entered on or before 3/11/95). Changes to a vendor's name will require a W-9 and a Vendor Location Form for multiple location vendors. Changes to the indicators on the VENC screen will require the Payee Vendor Update form, only. Any documentation received from the vendor supporting the change should be attached.

- Does this change affect the vendor's name, address and/or status and is activity tied to this vendor in AGPS or CFMS?

Determine if the change affects a vendor code that has activity on the **VAWD** screen for CRO, POR, BPC, CER, CRP, EPO, FRP, LRP, RPO and TPO document types. Also, review the **KVNO** screen for a contract beginning with a "4" (OSP statewide purchasing contracts). If any of these conditions are met, the Payee Update Form must be approved by the Office of State Purchasing (OSP), for all changes except changes to indicators, reactivations, and Remit To addresses. If there is only 1 address (Main/General), it has to go to OSP.

- Access VAWD
- Inquire on the vendor code **720929072 03**

ENTER FUNCTION:	TRANS: VAWD			
DATE: 11/04/99	VENDOR AWARD HISTORY TABLE #1			
TIME: 14:30:49	KEY IS VENDOR NUMBER AND AWARDED DOCUMENT NUMBER			
TERM: \$DPO	VENDOR: 720929072 03 : TIME TREND INC			
	AWARD NUMBER	TYPE	DATE	AMOUNT
<u>500.00</u>	<u>3000385</u>	<u>APO</u>	<u>10/08/99</u>	
<u>600.00</u>	<u>3000388</u>	<u>APO</u>	<u>10/08/99</u>	
<u>100.00</u>	<u>3000390</u>	<u>APO</u>	<u>10/08/99</u>	
<u>350.00</u>	<u>3000392</u>	<u>APO</u>	<u>10/08/99</u>	
<u>250.00</u>	<u>3000394</u>	<u>APO</u>	<u>10/08/99</u>	
<u>1000.00</u>	<u>3000397</u>	<u>APO</u>	<u>10/08/99</u>	

- Access **KVNO**
- Inquire on vendor code **726023141 00**

```

ENTER FUNCTION:                TRANS: KVNO

DATE: 11/04/99
  CONTRACTS BY VENDOR NUMBER TABLE
TIME: 15:07:33
  KEY IS VENDOR NUMBER AND CONTRACT NUMBER
TERM: $DPO

  VENDOR.....: 726023141 00 : HANCOCK BANK OF LA

KONT ORD   EXP
  CONTRACT           TITLE
STAT STAT  DATE
  401091           THIRD PARTY FINANCE BETWEEN CARLYLE
529  1  06/30/00
  403883           TEST
505  2  06/30/00
  500010           THIRD PARTY FINANCE BETWEEN CARLYLE
RDY  2  06/30/00

```

Changes affecting a vendor that has a contract listed on **KVNO** that begins with a "5", must be approved by the Office of Contractual Review (OCR), for all changes of names & tin #'s.

If the Office of State Purchasing and/or the Office of Contractual Review must approve the change, the agency will check the appropriate boxes on the Payee Vendor Update form. Note that the box for OSRAP approval is pre-filled. All changes must be approved and entered by OSRAP. If in addition to OSRAP's approval the change has to be approved by the Office of State Purchasing, the agency will send the form to OSP, and OSP will forward the form to OSRAP upon OSP approval. If the form must be approved by both OSP and OCR in addition to OSRAP's approval, the agency will forward the form to OSP, and OSP will forward the form to OCR. OCR will forward the form to OSRAP once the prior approvals have been obtained. If there was no activity that requires the approval of OSP or OCR, the agency will send the form to OSRAP.

3-1 EXERCISES

1. Which screen lists vendors by vendor code and displays the vendor name and miscellaneous vendor indicator?

_____ AGPS VENC
_____ AGPS VEND
_____ AFS VEND

2. Which screen is used to determine if changes to vendor names and addresses must go through the Office of State Purchasing?

_____ AGPS VEND
_____ AGPS VAWD
_____ AGPS KVNO
_____ All of the above

3. Contracts beginning with '4' must be approved by the Office of Contractual Review.

True or False

4. Review vendor code 900900900 00. Does a change of address have to be submitted to the Office of State Purchasing? The Office of Contractual Review?

CHANGE/INACTIVATION/REACTIVATION

3.2 COMPLETING THE PAYEE VENDOR UPDATE FORM



When changing vendor file information, always fill in the vendor's name and then complete only the fields on the Payee Vendor Update form that needs to be changed and the reason for the change. For inactivation of a vendor record, it is only necessary to complete the first two fields of the form and the vendor's name and the reason for inactivation. **Supplemental documentation will be required.** For example, if the vendor has notified the agency in writing that they are going out of business, send OSRAP a copy of the letter. For the reactivation of a vendor record, the agency will need to complete the first two fields, and the reason for reactivation only, if none of the other fields have to be changed. A W-9 will be required for reactivation.

3.2.1 FIELD DESCRIPTIONS:

1. Vendor Code - The vendor code as assigned on the VENC screen. It is composed of the 9-digit FEIN or SSN of the vendor and a 2-digit location code. Once a vendor record is entered into the system, this field cannot be changed. The record must be inactivated and a new record entered.
2. Action - The type of change requested. Valid entries are 1 - inactivation, 2 - change, 3 - reactivation.
3. OSRAP Date Processed - leave blank. OSRAP will enter the date the change was entered into AGPS.
4. Name and Name 2 - 30 characters each. Enter the vendor's legal name.
5. Address and Address 2 - 25 characters each. The general address provided to you by the vendor. Refer to the U. S. Postal Standards provided to your agency for the proper format.
6. City/ST/Zip - 15/2/11 characters. Enter the city, state and zip code that correspond to the address provided by the vendor. State codes can be found in the AGPS BTAB table 'ST'. See Appendix B in this manual.
7. Parish - 2-digit. Enter the parish code found in the AGPS BTAB table type 'CC', if the vendor is in Louisiana. If the vendor is not located in Louisiana, enter '98'. See Appendix B in this manual.
8. Country - 2 characters. Enter the appropriate code as listed in the AGPS BTAB table type 'CR'. See Appendix B in this manual.

9. Contact - 30 characters. OSRAP requires that a contact person authorized by the vendor be entered to provide information about the vendor entered on VENC. A vendor code will not be changed, if this information is not supplied.
10. Contact Phone - 14-digit. OSRAP requires that a contact phone number be provided for the person referenced in the Contact field. Please list a toll-free telephone number, if available. A vendor code will not be changed, if this information is not supplied.
11. 1099 Vendor IND – ‘Y’ or ‘N’. If the vendor is 1099 reportable, enter a ‘Y’, otherwise enter ‘N’. Changes to this field need to be fully considered as they will affect the 1099 reporting of other state agencies. If a vendor is changed from ‘Y’ to ‘N’ in error, each agency that paid the vendor using 1099 reportable objects will have to do manual 1099s. If more than 250 corrections have to be done by an agency, the agency will have to submit the 1099s to the IRS on magnetic tape.
12. Master Vendor IND - Valid entries are ‘Y’ and ‘N’. Only one per FEIN/SSN.
13. Primary Vendor - Valid entries are ‘Y’ or ‘N’. Only one per FEIN/SSN.
14. Backup Withholding IND – ‘Y’ or ‘N’. Only enter a ‘Y’ if you have received notice from the IRS that the vendor is subject to backup withholding or if the vendor has failed to provide you with the correct TIN. If a ‘Y’ is entered, 28% will be withheld from 1099 reportable payments to this vendor.
15. Prevent Deletion - OSRAP will only allow an agency to change this field to ‘Y’ if the vendor is; a Louisiana State Agency master vendor, agency imprest fund or petty cash custodian, postmaster, local government, recurring contractor or Federal vendor.
16. Toll Free Number - If the vendor has a toll-free telephone number different from the contact telephone number, list it here.
17. Fax Number - The FAX telephone number provided by the vendor.
18. EDI Mailbox Address - The electronic data interface address provided by the vendor.
19. Reason for change - This field is required. Agencies should provide the reason for the change being made on this form.
20. Requesting Agency - The 6-digit AGPS agency code (or the 3-digit AFS agency code) for the agency requesting the change to the vendor record.
21. Agency Name - The name of the agency requesting the change to the vendor’s record.

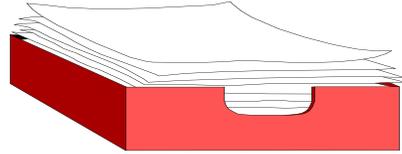
22. Agency Contact Name - The name of the person at the agency requesting the change.
23. Agency Contact Phone Number/Fax Number - The telephone or FAX telephone number of the agency contact person requesting the change. Please circle the label that corresponds to the telephone number listed.
24. Prepared By - The signature of the person requesting the change.
25. Title - The position title of the person completing the form.
26. Approved By - The signature of the agency person approving the change.
27. Title - The position title of the person approving the form.
28. Date - The date of signature.
29. Office of State Purchasing 9 - Check this box, if the Office of State Purchasing (OSP) must approve the change. (Certain changes for specific order document type activity on VAWD, and/or contract beginning with a '4' on KVNO.) If the box is checked, send the form to OSP. Leave the remainder of the line blank. It is for the Office State Purchasing use only. **For changes to name, address, and FEIN/SSN information on the vendor file and inactivations only. It is not necessary to send reactivation requests to OSP.**
30. Office of Contractual Review 9 - Check this box, if the Office of Contractual Review (OCR) must approve the change. (Contract beginning with a '5' on KVNO.) If this box is checked and the form does not have to be approved by OSP, send the form to OCR. If both OSP and OCR have to approve the change, send the form to OSP, OSP will forward the form to OCR. Leave the remainder of the line blank. It is for the Office of Contractual Review use only. **For changes to name and FEIN/SSN information on the vendor file and inactivations only. It is not necessary to send reactivation requests to OCR.**
31. Office of Statewide Reporting : - Notice that this box has been pre-filled. If approval is not required by either the Office of State Purchasing or the Office of Contractual Review, send the form directly to OSRAP. Leave this line blank.

3-2 EXERCISES

- 1. Complete a Payee Vendor Update form for the new remittance address of Borden, Inc referenced in the invoice on page 32.**
- 2. You will be given a memorandum from an individual requesting a change to an existing vendor record. Complete a Payee Vendor Update Form using the information from the memorandum.**
- 3. Enter the changes you requested into ISIS from exercise #2.**

CHANGE/INACTIVATION/REACTIVATION

3.3 FOLLOW UP PROCESSING



3.3.1 AGENCY PROCESSING

1. Faxes or mails the Payee Vendor Update form and required attachments to the appropriate office within the DOA.
2. Files a copy of all documentation relating to the change requested in the vendor pending file.
3. Periodically reviews VENC to ascertain if the change has been processed.
 - a. If the change has been made, verifies information, pulls documentation from the pending file and processes the desired transaction.
 - b. If the change is not made, contact OSRAP at (225)342-0708.

3.3.2 OSRAP PROCESSING

1. OSRAP receives the completed Payee Vendor Update form and all related documentation.
2. Verifies:
 - a. The change is needed.
 - b. All required documentation has been received.
 - c. All necessary approvals have been obtained.
 - d. The change meets the U. S. Postal Standards and OSRAP Vendor Naming and Punctuation Scheme requirements.
 - e. That no financial activity is pending for this vendor location.
3. Makes the change as requested by the agency.
4. Images documents processed into Filenet.

3.4 CLEAN-UP/PURGE OF THE VENDOR FILE



As time progresses information in the vendor file becomes outdated. Due to the changes caused by the implementation of ISIS, the information contained in the vendor file has had to change. The ever-increasing size of the vendor file has necessitated increased standardization in the information entered into the vendor file. When the LASNAPS vendor information was converted, it was converted in the same format as it existed in LASNAPS. For all of these reasons, it is necessary to periodically run clean up programs to standardize the information in the vendor file and purge information that is no longer needed. Purges will be run once a year against vendors who have had no financial activity in the prior three years. Vendor records with a Prevent Deletion code of 'Y' will not be purged. Clean up programs will be run as needed. This process allows for increased space on the mainframe and aids agencies in finding the most up to date information for their use.

3.5 COMMON QUESTIONS

Q. THE VENDOR HAS TWO DIFFERENT FEINs OR SSNs ON THE SYSTEM, HOW DO YOU REMOVE THE INCORRECT NUMBER?

A. Submit a Payee Vendor Update form requesting that the vendor codes tied to the incorrect FEIN/SSN be inactivated accompanied by a W-9 showing the correct FEIN/SSN. If no current activity is tied to the vendor code, the record will be inactivated and then purged.

Q. WHY HASN=T A CHANGE BEEN MADE?

A. In most cases, delays in the usual 1-5 day processing time results from changes having to be approved by OCR or OSP. If the change is needed to prevent a pending payment from issuing on a check to an incorrect vendor name or address, contact the OSRAP Help Desk at (225) 342-1097.

Q. A VENDOR HAS A STATEWIDE CONTRACT AND WANTS HIS PAYMENTS SENT TO ANOTHER VENDOR, CAN WE SIMPLY CHANGE THE REMITTANCE ADDRESS OF AN EXISTING LOCATION?

A. No. You should contact OSP and request that an assignment of contract be done.

ARE THERE ANY QUESTIONS?

CHANGE/INACTIVATION/REACTIVATION 3.6 SUMMARY



Once a vendor is entered in the vendor file, successful maintenance of that information requires a coordination of effort on the part of the agencies and OSRAP. OSRAP does not know when it becomes necessary to change vendor information unless the agencies notify OSRAP or consolidated checks are returned to OSRAP because the vendor has changed addresses. Since the agencies deal directly with the vendors and receive documentation (i.e., invoices) that contain address and company information, the agencies are in a better position to determine when information on the vendor file needs to be updated. During the course of the year, OSRAP receives thousands of requests for changes to the information listed on the vendor file from the agencies and the State's vendors. OSRAP will continue efforts to maintain the most current information on the vendor file, but it is impossible without help from the agencies, since the agencies will have the most current information supplied to them by the vendor.

SECTION IV

SELECTING VENDOR RECORDS

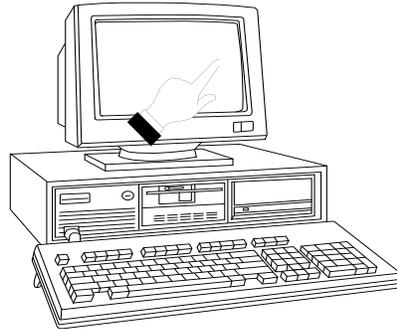
4 SELECTING VENDOR RECORDS

LEARNING OBJECTIVES

- **Steps necessary to ensure the use of the correct vendor code on AGPS, CFMS and AFS documents.**
- **Vendor status codes, status change flow and their effect on document processing.**
- **Document statuses and the screens on which the vendor location code may be changed.**
- **Consequences of the improper use of a vendor code.**
- **Identifying Interagency Transfer vendor codes for use in AGPS/CFMS.**
- **Credit Memo Processing.**

SELECTING VENDOR RECORDS

4.1 PRELIMINARY RESEARCH



It is critical that agencies fully consider the effects of selecting a vendor code for use in the ISIS system. Due to the centralization of the issuance of most payments, contract tracking and some purchase orders, the agencies do not have the opportunity to view consolidated checks or documents. Therefore, the vendor code used in ISIS must match information supplied by the vendor. Communication between the agency's accounting department and agency contract officer or purchasing agent, as well as with the vendor, is just as important as the careful review of the information listed in VENC in AGPS or VEN2 in AFS. AGPS and CFMS will not allow the interface of a transaction unless the vendor is active (encumbrance or payment). AFS will issue an error message, if the vendor is not active. When selecting a vendor for use, it is important to have the answers to the following questions:

- Is the vendor in the system?

Review the VNAM and VENC screens to ensure that the vendor code needed exists in the vendor file. The agency should compare the address as provided by the vendor to the address listed on the vendor file.

If it does not match, check with the vendor to determine if the information listed in the vendor file is out of date. If the information listed in the vendor file is out of date, the agency should perform the vendor change procedures to update the vendor file.

If the information listed is valid but not what the agency requires, then the agency will need to add another location code.

DO NOT use a vendor location based solely on a name match. Always verify the address information before use.

- Is the vendor active?

Review the VENC screen in AGPS or VEN2 in AFS to

ensure that the vendor is active. A new transaction cannot be entered against a vendor code that is at status 2, 3, 4, 5, 6 or 7 in AGPS; 2, 5, 6 or 7 in AFS; or 2, 3, 4 or 6 in CFMS. (CFMS will let a transaction be entered to vendors at status 5, but will not allow encumbrance). Existing encumbrances may be modified or liquidated against vendors whose status is 3, 4, 6 or 7 in AGPS and CFMS (CFMS treats vendors at status 7 as if the status were 1-Active) and those whose status is 6 or 7 in AFS. Statuses 3 and 4 have no effect in AFS.

- Access **VENC** for FEIN **900900900**

```

ENTER FUNCTION: i          TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)          DATE:
                                                    TIME:
VENDOR CODE.: 900900900          TERM:
NAME.....:                      -----REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....:
ADDRESS2....:
CITY/ST/ZIP.:
PARISH.....:          :
COUNTRY.....:          :
CONTACT.....:
PHONE.....:          -          -          -          -          -

FEIN/SSAN...:          PRIMARY VENDOR IND:          FACS VENDOR #:
1099 VENDOR IND..:          MASTER VEND IND:

BACKUP-WITHOLDING:          PREVENT DELETION:

REQUESTING AGENCY:          :

STATUS CODE.....:          :          ACTIVATE (Y/N/C/P) .:
H--+SC10 CRT READY FOR DATA ENTRY

```

- Review all locations (00-04)
- Is there a different address for the remittance of payments?

AGPS/CFMS - Using the VNAM, VENC and VADR screens of AGPS, agencies should ensure that the vendor code selected for use on a purchase order/contract is active and has the correct address for the purposes of mailing the solicitation, order, the information on the legal contract and issuing the payment. Contact the vendor for the correct address information, if you have not received this information in writing. If the address for the remittance of payments differs from the address for mailing the order or the one shown in the contract, you will have to compare the address information on both sides of the VENC screen to the information provided by the vendor. It is possible to add a remit to address to a vendor location by completing the

Payee Vendor Update Form and the Vendor Location without obtaining a W-9.

- Access **VADR** for vendor code **720000000 00**

```
ENTER FUNCTION:                TRANS: VADR
                                DATE: 11/05/99
VENDOR ADDRESS TABLE          TIME: 08:17:30
KEY IS VENDOR NUMBER AND ADDRESS TYPE  TERM: $DSD

VENDOR NUMBER.....: 720000000 00
ADDRESS TYPE.....: 4 : REMITTANCE
VENDOR NAME 1.....: PRETTY IN PINK PRODUCTIONS INC
VENDOR NAME 2.....: MEDIA MOGUL DIVISION
ADDRESS LINE 1.....: P O BOX 955787
ADDRESS LINE 2.....:
CITY.....: NEW ORLEANS
STATE.....: LA : LOUISIANA
ZIP CODE.....: 70112 - 9557 -
COUNTRY CODE.....: US : UNITED STATES
PARISH CODE.....: 36 : ORLEANS
CONTACT PERSON.....: TED TURNER
CONTACT POSITION...:
CONTACT PHONE.....: 504 - 568 - 1010 - 0000
TOLL FREE NUMBER...: 000 - 000 - 0000
EDI MAILBOX ADDRESS:
FAX NUMBER.....: - - FAX DOCUMENT: N
```

- Review the address types listed (1-4)

REMEMBER:

Once an order has been encumbered, the accounting department can change the location code on each individual payment. CFMS users or OCR, depending on delegation of authority, may change the location code on KENT at any status code. If the first nine digits of the vendor number are incorrect, the order has to be canceled and reissued. Contract encumbrances will have to be canceled and re-encumbered in AFS for the affected fiscal year.

- Is the vendor for general use?

There are some vendor locations whose use is restricted to certain purchase orders, contracts, or agencies. If the vendor location code begins with an A, B, or C, review the VEND table to determine if vendor notes exist on VNTE.

- Access **VEND** and inquire on vendor code **900900900 03**

```

ENTER FUNCTION:          TRANS: VEND
                                DATE: 11/05/99
                                TIME: 08:19:54
                                TERM: $DSD
VENDOR HEADER TABLE #1
KEY IS VENDOR NUMBER (11)
VENDOR NUMBER.....: 900900900 03
VENDOR NAME 1.....: DOA - OSRAP
VENDOR NAME 2.....: FINANCIAL SYSTEMS
PAY TO AGENCY.....:
STATUS CODE.....: 6 : PENDING INACTIVE          CHANGE DATE: 11/04/99
DBA NAME.....:
CONTACT PERSON.....: RUTH JOHNSON
CONTACT TITLE.....:
PHONE NO.....: 225 - 342 - 1095 - 0000 TOLL FREE NO: 000 - 000 - 0000
DATE ENTERED.....: 11/04/99
PREVIOUS NAME 1.....:
PREVIOUS NAME 2.....:
PREV / NEW NO.....:
USER ID LAST CHANGE: Z107B96      DATE LAST CHANGED: 11/04/99
SUSPEND/DEBAR DATE.:              FEE EXPIRE DATE:          FEE PAID IND: N
EXPIRATION DATE.....:              NOTES EXIST: Y
SUSPEND/DEBAR TYPE.:
RESPONSIBLE AGENCY.: 107110 : DIVISION OF ADMINISTRATION

```

```

ENTER FUNCTION: GET          TRANS: VNTE
                                DATE: 11/05/99
                                TIME: 08:22:21
                                TERM: $DSD
VENDOR NOTES TABLE : KEY IS VENDOR NUMBER
VENDOR NUMBER.....: 900900900 03
VENDOR NAME 1.....: DOA - OSRAP
MAINTAINING AGENCY.: 107110 : DIVISION OF ADMINISTRATION
STATUS CODE.....: 6 : PENDING INACTIVE
SCROLL ACTION.....: T LINE NUMBER:          LINE TOTAL: 0009

-----1-----2-----3-----4-----5-----6-----7
NEW TRANSACTIONS WILL NOT BE ALLOWED AGAINST THIS VENDOR CODE. THE
VENDOR HAS REQUESTED THAT THE STATE CEASE USING THIS CODE. NO NEW
PURCHASE ORDERS OR LDO'S WILL BE ALLOWED IN AGPS AND PO'S TIED TO THIS
VENDOR WILL NOT ROLL OVER. CFMS WILL NOT ALLOW THE ENTRY OF NEW YEAR
ENCUMBRANCES OR ROLLOVER TO THIS VENDOR CODE. AFS WILL NOT ALLOW THE
ENTRY OF NEW PO OR PV TRANSACTIONS WHICH ARE NOT MODIFYING THE BALANCE
OF EXISTING DOCUMENTS. YOU MAY CONTINUE TO PAY ON EXISTING POs IN ALL
SYSTEMS UNTIL 8/14/00
RUTH JOHNSON 225-342-1095.

```

- Access **VNTE** and **GET** the text record
- Is this payment 1099 reportable?

The system may generate 1099's for a vendor if the vendor is flagged as a 1099 vendor and a 1099 reportable object was coded on payment documents. If you are making a payment to a vendor that is 1099 reportable, ensure that the 1099 Vendor IND on VENC in AGPS or the 1099 field on VEN2 in AFS is set to 'Y'.

- Access **VENC** for vendor code **22222222 00**

```

ENTER FUNCTION: CHANGE          TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)          DATE: 11/05/99
                                                    TIME: 08:23:27
                                                    TERM: $DSD
VENDOR CODE.: 22222222 00
NAME.....: ABC LANDSCAPING          -----REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....: 1501 WEST LAKESHORE
ADDRESS2....:
CITY/ST/ZIP.: BATON ROUGE          LA 70821
PARISH.....: 17 : EAST BATON ROUGE          :
COUNTRY.....: US : UNITED STATES          :
CONTACT.....: BRENT HAEDEN
PHONE.....: 999 - 999 - 9999 - 0000          - -
FEIN/SSAN...: 222222222 PRIMARY VENDOR IND: N
1099 VENDOR IND.: Y          MASTER VEND IND: Y
BACKUP-WITHOLDING: N          PREVENT DELETION: N
REQUESTING AGENCY: 107110 : DIVISION OF ADMINISTRATION
STATUS CODE.....: 1 : ACTIVE          ACTIVATE (Y/N/C/P) .: Y
01-+SC08 PREVIOUS UPDATE SUCCESSFUL          01-*L030 UPDATE SCREEN PROCESSED
COMMON VENDOR TABLE (KEY IS VENDOR CODE)          DATE: 10/14/98

```

The master vendor receives one 1099 for all locations. The 1099 form is an accumulation of all 1099 reportable payments made to all 1099 reportable location codes associated with the FEIN/SSN. When a master vendor record is flagged in AGPS on VENC, a master vendor entry is made on the AFS MVEN table.

- Access **MVEN** of AFS

```

ACTION: R SCREEN: MVEN USERID: Z107B96          11/05/99 08:25:10 AM
M A S T E R V E N D O R
FEIN/SSAN          VENDOR CODE          VENDOR NAME
=====
01- 222222222          222222222 00 ABC LANDSCAPING
02- 222322264          222322264 00 AON CONSULTING INC (NJ)
03- 222308325          222308325 00 DAVID R LEGATES PHD
04- 222393822          222393822 00 ROCHE BIOMEDICAL LAB INC
05- 222501461          222501461 00 PLAQUEMINE CHIROPRACTIC CLINIC
06- 222519596          222519596 00 DARTHMOUTH HITCHCOCK MEDICAL
07- 222537435          222537435 00 ENVIRONMENTAL HEALTH ASSOC PA
08- 222561382          222561382 00 THE SPEECH BIN
09- 222573250          222573250 00 STANLEY H KAPLAN EDUCATION
10- 222621949          222621949 00 NATURE EPISODES
11- 222653502          222653502 00 NATIONAL CENTER FOR FAIR
12- 222788995          222788995 00 CARTESIA SOFTWARE
13- 222795179          222795179 00 STEPHEN J HEFFEREN MD
14- 222880711          222880711 00 PRIDE TECHNOLOGIES
15- 222932949          222932949 00 CORRESPONDENCE MANAGEMENT INC

```

SELECTING VENDOR RECORDS

4.2 VENDOR STATUS CODES



As time progresses, vendor information becomes obsolete or outdated. Vendors, whom were operating under the owner's SSN, obtain an FEIN. Incorrect FEINs or SSNs are entered in the vendor code field of VENC. Companies cease to exist. Information for multiple location vendors is duplicated and activated in error. Companies decide not to do business with the State. When this occurs, it is necessary to inactivate the vendor records so they may be purged. Unfortunately, established purchase orders, payments and other activity may exist against a vendor code. If this situation occurs, it becomes necessary to use interim status codes so that the effort exerted to create transactions and the natural flow of documents is not lost or disrupted.

4.2.1 STATUS CODES AND STATUS FLOW

Valid vendor status codes are:

- 1 Active (AFS Payment Hold Ind flips to 'N')
- 2 Inactive (AFS Payment Hold Indicator flips to 'Y')
- 3 Suspended/Invalid Vend#
- 4 Debarred
- 5 Casual (AFS Payment Hold Indicator flips to 'Y')
- 6 Pending Inactive
- 7 CFMS Pending Inactive

Agencies add vendor codes at a status of 5. When the required documentation is received by OSRAP, the status is changed to 1. If it becomes necessary to inactivate the vendor code and there is no activity tied to the vendor record in AGPS, CFMS or AFS the status is changed to 2. If activity exists in AGPS, the status is changed to 3 until 8/14 of the current year. If activity exist in CFMS, the status is changed to 7 (CFMS Pending Inactive). This is done to allow FY rollover, payments and modifications to existing encumbrances. New transactions cannot be entered into AGPS/CFMS. However, new transactions are allowed in AFS as status 3 only effects AGPS/CFMS. After 8/14, the status is changed to 6 until 8/14 of the following year. This is done to allow all rolled over transactions to be completed. No new transactions are allowed in

any subsystem of ISIS at this point. After 8/14 of the second year, the status is changed to 2. A vendor will be purged if there is no activity in the last three years before the purge, the vendor is not an OSP bidder, or the vendor status is 2 and the Prevent Deletion flag is 'N'. Occasionally, it is necessary to set a vendor status back to 5 when reactivating a vendor code. If you need to request a check to be reissued to a vendor whose status is 2 or 5, contact the OSRAP Help Desk. If possible, the vendor status will be changed to 6 to allow the payment to reissue. If a vendor's Payment Hold Indicator is 'Y', accepted payment vouchers will appear on the 1G07B and will not issue checks.

Look at FEIN 900900900 location codes 00 - 04 on the AGPS VENC and VEND screens and the AFS VEN2 table.

4-1 EXERCISES

1. Vendors can be activated by?

_____ OSRAP
_____ Agencies
_____ OSP

2. Only OSRAP can set the vendor status code to 3.

True or False

3. A vendor cannot receive payments if his status is

_____ 6
_____ 3
_____ 2

4. The correct status code flow from initialization to inactivation is

_____ 1 | 2 | 3 | 5 | 6
_____ 5 | 1 | 3 | 6 | 2
_____ 5 | 1 | 4 | 2

SELECTING VENDOR RECORDS

4.3 CONSIDER THE CONSEQUENCES



It is necessary to ensure that a vendor is active and has the correct information listed on VENC in AGPS or on VEN2 in AFS before it is used on any ISIS system document. The steps necessary to verify this information are listed below according to the subsystem of ISIS used.

4.3.1 AGPS - PURCHASE ORDERS

- AGPS will not allow the addition of a document (encumbrances, payments) that is tied to a nonactive or casual vendor. It is critical, especially on documents that issue consolidated checks, that the vendor address information is correct for the purposes of mailing the payment and the issuance of the purchase order. Consolidated checks are printed in zip code order and are delivered to the Office of State Mail. OSRAP will not pull a consolidated check once it is printed. OSRAP receives an average of 30 returned checks per day; about 3/4 of these checks are returned because of invalid address information. There can be a lag of up to one month before a check is returned to OSRAP from the Post Office. If a payment is issued to an incorrect vendor on a consolidated check, either the entire check must be voided or the agency that issued payment in error will have to request a refund from the vendor. If the check is a prior year check, the money may have to be returned to INA and reissued out of current year funds.

Purchasing Staff 1. Contact the vendor to ensure that the agency has the correct address for solicitations, purchase orders and remittance mailing, if documentation has not been provided to you showing the correct addresses.

In some cases, one location of a vendor cannot post to an account for another of the company's locations. If a vendor receives a check that belongs to another location of the company, he is not always able to transfer funds to the correct location. The vendor cannot always determine that the payment should have been sent to another location of his company. The vendor may call OSRAP who will in turn give the agency's phone number to the vendor. If

the vendor posts a check that should go to another location of the vendor, the agency's account is not properly credited since the agency will have a credit balance at one location and a past due balance at another. The agency will have to contact the vendor to resolve these issues, if the vendor does not contact them first.

If the vendor returns a check to OSRAP and the check is a single check or a consolidated check for one agency type, the check will be returned to the responsible agency. If the check becomes stale dated, the agency will have to void and reissue the check. If the check is consolidated, the check will be returned to the vendor and the vendor will be instructed to contact the responsible agency by telephone. Unfortunately, this will delay all payments issued on the consolidated check and may result in a disruption of service to all agencies issuing payment on the check.

These problems can be prevented by reviewing vendor file information before a vendor number is used in ISIS.

2. Inquire on the VNAM screen of AGPS to obtain a list of all the vendor locations listed with the name of the vendor the agency requires. If you have the vendor's FEIN or SSN, you do not have to access VNAM. You can go directly to VENI or VENC and inquire on the FEIN/SSN. You will need to press enter until the "Header Change" message appears to review all locations on the system of the vendor. Take a moment to review these screens for FEIN 720000000.
3. Either print screen or write down the vendor codes listed.
4. Review the VENC and VADR screens of AGPS to ensure that the vendor status is active and the address information listed is accurate when compared to the address as provided by the vendor. It is important to verify the general, solicitation, and/or order and remittance addresses. If a purchase order is entered with a vendor location code that contains only the general address, but payments should be sent a different address, it will delay or prevent the posting of the agency's payment. Access VADR for 720000000 00.
5. If none of the locations codes listed on VADR and VENC match the information as provided by the vendor, then check with the vendor to ensure that the information on the vendor file is not outdated. If the information is outdated, follow the change procedures to have the vendor's address information updated. If the address in the vendor file is valid, but not for the agency's purposes, follow the procedures to add another location code. DO NOT USE the vendor code if the information does not match what the vendor has provided to you.

6. If the general or order address matches what the vendor has provided to you but the remit to address is different and is not in the system, follow the change procedures to add the remittance address to the vendor file.

REMEMBER: THE FEIN/SSN USED ON THE PURCHASE ORDER DOCUMENT CANNOT BE CHANGED ONCE THE DOCUMENT HAS BEEN ENCUMBERED. IF THE FIRST 9 DIGITS OF THE VENDOR CODE ARE INCORRECT, THE AGENCY WILL HAVE TO CANCEL AND REISSUE THE ORDER. THE LACK OF THE PROPER REMIT TO ADDRESS IS NOT JUSTIFICATION FOR THE ISSUANCE OF SINGLE CHECKS.

- Accounting Staff
1. When you have entered the OINV information, before changing the status above 621 or 631, verify that the address displayed for the vendor corresponds to the address on the invoice.
 2. If the address displayed does not match the address provided by the vendor, access the VENC screen to determine if the correct location exists on the vendor file. This is accomplished by inquiring on the first nine digits of the FEIN/SSN and pressing enter. Continue to press enter until the header changes. Check each location displayed for the remit to address or general address.
 3. If you find a match that has a different location code than the one on the order, you may change the location code on OINV while the status is 605, 621 or 631. (The vendor location code cannot be changed on OINV for LDOs. It may be changed on the OPAY screen before approval is applied).
 4. If the vendor file does not contain the correct remittance address, follow the change procedures to add or change the remittance address of the vendor location code tied to the order.
- Accounting Approvers
1. When approving OPAY, verify that the vendor information on the screen matches the information on the invoice. Investigate any discrepancies before applying the approval.

4.3.2 CFMS - CONTRACTS

- ? It is the policy of the Office of Contractual Review that CFMS users are only allowed to enter one CFMS document per legal contract. If it is discovered that the 9-digit FEIN/SSN is incorrect and the contract has been encumbered, it will not be possible to issue payments from the existing CFMS record. The agency will have to cancel the encumbrance in CFMS and set it up in AFS for payment. The vendor's federal tax ID number or Social Security Number is part of the legal contract. The federal tax ID or social security number listed in the contract should have been verified by the agency before the document was prepared. Use of a location code that does not have the correct remittance address is not justification for the issuance of single checks.

Contract Officer

1. Contact the vendor to ensure that the agency has the correct address for the contract and remittance, if documentation has not been provided to you showing the correct addresses.
2. Inquire on the VNAM screen of AGPS to obtain a list of all the vendor locations with the name of the vendor the agency requires. If you have the vendor's federal tax ID or Social Security number, you do not have to access VNAM. You can go directly to VENC and inquire on the FEIN/SSN. You will need to press enter until the header information changes to review all locations on the system for the vendor.
3. Either print screen or write down the vendor codes listed.
4. Access the VENC screen of AGPS to ensure that the vendor status is active and the address information listed is accurate when compared to the address as provided by the vendor. It is important to verify the contract and remittance addresses. If a contract is entered to a vendor location code that contains only the general address but payments should be sent to another location, it will delay or prevent the posting of the agency's payment.
5. If none of the locations codes listed on VENC match the information as provided by the vendor, then check with the vendor to ensure that the information on the vendor file is not outdated. If the information is outdated, follow the change procedures to have the vendor's address information updated. If the address in the vendor file is valid, but not for the agency's purposes, follow the procedures to add another location code. DO NOT USE, the vendor code if the information does not match what the vendor has provided to you.
6. If the general address matches what the vendor has provided to you, but the remit to address is different and is not in the system, follow the change procedures to add the remittance address to the

vendor file.

- Accounting Staff
1. Once the KINV information is entered, before changing the status above 'RDY', verify that the address displayed for the vendor corresponds to the address on the invoice.
 2. If the address displayed does not match the address provided by the vendor, access the VENC screen to determine if the correct location exists on the vendor file. This is accomplished by inquiring on the first nine digits of the FEIN/SSN and pressing enter. Continue to press enter until the header changes, checking each remittance or general address.
 3. If you find a match that has a different location code than the one listed on KENT (depending on your delegated authority, OCR may have to change), you may change the location code on KINV while the status is at 'RDY' and on KENT at any status.
 4. If the vendor file does not contain the correct remittance address, follow the change procedures to add or change the remittance address of the vendor location code tied to the contract.
- Accounting Approvers
1. Before approving the PAPV screen, verify that the vendor information on the KINV screen matches the information on the invoice. Investigate any discrepancies before applying the approval.

4.3.3 AFS - ALL PAYMENT DOCUMENTS

- When an agency is issuing a payment directly from AFS, the agency should have the vendor's invoice in hand. Most invoices list the remittance address. If more than one remittance address is listed, contact the vendor for the correct address for your agency's payments. When a vendor is added to the VENC screen of AGPS, it is added to the VEN2 screen of AFS. AFS will display the remittance address, if entered in AGPS, otherwise the general address will display in AFS. AFS is equipped with the ability to send EFT payments. To determine if a vendor is EFT active, review the AFS VEN2 for the EFT Status field. Access VEN2 for vendor code 720000000 00.

- Accounting Staff
1. Access the VNAM screen of AFS to locate any locations listed for the vendor name provided. If looking for a DBA vendor, use AFS VNA1. If you have the FEIN/SSN, you can omit this step.

2. Access VEN2 for the vendor location code(s) found on VNAM. If you have the FEIN/SSN and you started here, scan on the FEIN/SSN and continue to refill the screen until the first nine digits of the FEIN/SSN change.
3. If the desired location is found, enter the vendor code on payment documents. Verify the vendor=s address information once the document has been edited.
4. If the desired location is not listed in the vendor file, verify that the locations found are valid. If they are invalid, follow the change procedures. If they are valid, follow the procedures for adding a vendor to the vendor file.

Accounting
Approvers

1. Before approving a payment document, verify that the vendor information displayed in the header of the document corresponds to the information on the vendor's invoice.

SELECTING VENDOR RECORDS

4.4 MISCELLANEOUS TOPICS



4.4.1 INTERAGENCY TRANSFERS

When issuing an order, contract or payment to another state agency it is the policy of the Division of Administration that payments are issued through interagency transfer. To that end, all subsystems of ISIS have a mechanism for issuing interagency transfer transactions instead of checks.

4.4.1.1 AGPS/CFMS

When setting up an encumbrance to another state agency, you must use a vendor code specifically designed for that purpose. All agencies that sell goods and/or services through AGPS/CFMS were informed in SA Memorandum 98-47 to establish an interagency transfer vendor codes ending with 'SA'- 'SZ'. All agencies that purchase goods and/or services from other state agencies using AGPS/CFMS were instructed to use these vendor codes.

- Access VENC for Vendor code 900900900 SA
- Access VEND
- Access AACG for agency 900PUR
- Inquire on OFST for order number 3001222
- Inquire on OPAY for order 3001222 invoice 855

The encumbrance has to be set up to these vendor codes from the start. If a regular vendor code is used to establish the encumbrance, the paying agency cannot change the location to an interagency transfer vendor at the invoice or payment because the payment transaction will fail.

4.4.1.2 AFS

AFS does not rely on vendor file information to issue payment through interagency transfer. Instead AFS uses the II document transaction types 2 and 3 and J4's. When agencies have a formal agreement specifying the coding and timing for interagency transfers, the agencies will use the II transactions. When no formal agreement exists, the agencies will use the J4 transaction that allows both agencies a chance to review the coding and control the timing of the transaction.

4.4.2 CREDIT MEMOS

The offsetting of payment and credit transactions is a function of the Automated Disbursement process of AFS, regardless of the system of entry. The following criteria are used to determine if payment and credit transactions will offset against each other:

1. Payment has to be issued from the same agency number.
2. Payment has to issue to the same vendor code.
3. Payment has to issue to the same vendor name.

If any of these conditions are not met, the payment and credit transactions will not offset against one another. It is the policy of the Division of Administration that agencies review the 1G07B Unscheduled Payment Turnaround report daily and correct conditions that caused the delay in issuing payment. If the vendor name has changed since a credit memo was input, the agency will have to modify the document to zero and reenter the credit memo.

4-2 EXERCISES

1. You will be given orders to pay. The trainer will give you instructions on how to create and post the OINV and OREC records. Before posting the payment, notice the address displayed on OINV. Which address type is listed?

- 1 - General
- 2 - Solicitation
- 4 - Remittance

Change the address to location code to 00 before posting the invoice. Post the invoice.

2. You will be given CFMS contracts for payment. Which Address type is displayed on the KINV record?

- 1 - General
- 2 - Solicitation
- 4 - Remittance

Before changing the status from RDY on the payment, change the location code to 00.

4.5 COMMON QUESTIONS

Q. THE VENDOR CODE WE HAVE BEEN USING IS IN PENDING INACTIVE STATUS AND WE CANNOT ENTER A DOCUMENT, HOW DO WE PAY THE VENDOR?

A. Access VENC and review the Contact field to determine if there is another location or vendor code that you should be using. See vendor code 726000084-00.

Q. WE ARE UNABLE TO PAY AN INVOICE ON A STATEWIDE CONTRACT BECAUSE THE VENDOR LOCATION WE NEED TO PAY IS NOT LISTED ON THE CONTRACT, HOW DO WE GET IT ON THE CONTRACT?

A. Contact the Office of State Purchasing.

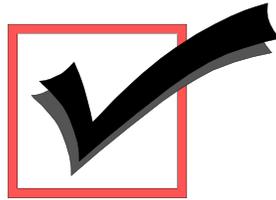
Q. THE VENDOR NUMBER WE NEED TO MAKE A PAYMENT IS IN SUSPENSION, WHAT NEEDS TO BE DONE?

A. You can enter payments on existing orders and contracts when a vendor status is 3, 4 6 and 7.

ARE THERE ANY QUESTIONS?

SELECTING VENDOR RECORDS

4.6 SUMMARY



The vendor code used on ISIS system documents is critical. The vendor code determines whether a 1099 will print, and to which address purchase orders, solicitations and payments will be sent. Agencies should ensure that the vendor code used on system documents has the correct information for mailing of ISIS system documents, the issuance of checks and 1099s. This will prevent problems for the agency issuing the payment, the other agencies listed on consolidated checks and the control agencies. Misdirected payments cause delays in the posting of all agency payments listed on consolidated checks. If the vendor calls for more information on a consolidated check, it may involve OSRAP and the State Treasurer's Office as well as the issuing agency. If the vendor returns a consolidated check, OSRAP will return the multiple agency checks to the vendor with a listing of all state agencies. If the check returned is a single agency check, then the check is sent to the agency for resolution.

APPENDIX A

APPENDIX B

APPENDIX C

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